



TOWN OF HANOVER CONSERVATION COMMISSION

“SO, YOU HAVE PICKED UP YOUR NOI APPLICATION. WHAT NEXT?”

Please follow these instructions to insure a timely, hassle-free public hearing:

1. **Fill out the application** with as much information as you can. If you have a problem, contact the office. We'll be glad to help you.
2. **You need a printed plan.** For most projects, an engineered plan from a professional engineer is required. However, for smaller projects, such as accessory structures or pools, you can start with a recent septic plan or other existing plan that shows the necessary features required in your NOI. We can help you or your representative complete the necessary information on the plan.
3. **You need to complete the NOI Fee Transmittal Form.** Complete this form. If you need help, call us, we can guide you through it.
4. **You need a list of those neighbors who are within 100' of your property lines.** This is called an *Abutters List* and may be obtained from the Assessor's Office.
5. **Complete the remaining forms in your NOI packet.**
6. **After your NOI packet is complete make the following copies:**
 - a. Four (4) copies of your payments (checks). Please try to fit the two or three checks on a single pg.
 - b. One (1) complete copy of the packet w/ plans for your records.¹
 - c. Two (2) complete copies of the packet w/ plans for the Conservation Office.
 - d. One (1) complete copy of the packet w/ plans for the Lakeville Office of DEP.
 - e. One (1) separate copy of the NOI Fee Transmittal Form (only) for the Boston Office of DEP.
7. **Mail your check for the State portion of the fees with a copy of the NOI Fee Transmittal Form only, to the Boston Office of DEP.** Unless your project falls under the Town of Hanover By-Laws only, you must have a DEP file number for all projects. DEP numbers are only assigned after DEP verifies payment to the State.
8. **Submit two copies of the entire packet with plans to the Conservation Office before you submit the packet to (Lakeville) DEP.** If necessary, minor changes/corrections can be made at this time to all copies, assuring that (Lakeville) DEP will receive accurate information. Inaccurate information, omissions or errors will cause delays.
9. **Mail/Take one(1) copy of the completed NOI packet w/ plans to the Lakeville Office of DEP.** This can be done by hand in person, or mailed, certified return receipt.

Once your application has been submitted for review, the Conservation Office will prepare a public hearing notice for publication in a local newspaper. The public hearing notice is also used by you or your representative to notify all people listed on your Abutters List. If you have completed the above steps, you are now ready to submit your NOI application to the Conservation Office.

¹ The packet consists of NOI application, NOI Fee Transmittal Form, By-Law Fee Schedule, Locus, Waiver, Access Agreement and the sheet showing copies of your payments to DEP and the Town of Hanover.